

Doc Library Procedure Established by the Committee

For The Writer:

1. Before writing or revising a document:
 - Research existing documents in the Doc Library to avoid duplication of information.
 - Coordinate with the other writers to merge documents.
 - If revising a current document, work with the original writer to edit it.
2. When creating or revising documents:
 - Complete the top part of the Doc Library Ticket/Checklist (at end of Doc Library under Maintenance) for each document.
 - Adhere to the Doc Library Checklist which explains the basic format and ODE Identity Manual protocols. You do NOT need to complete the checklist.
 - Write the document as a Microsoft Word file (or Excel for number tables).
 - Check document for correctness (content, sources, links, etc.)
 - Use existing keywords (when possible) from the Doc Library Keyword List (dropdown box to the left of the search key at the top of each CCIP Document Library page).
 - Use the established taxonomy (classification structure and headings) currently in the Doc Library. Taxonomy changes need committee approval. (The committee members are Mike Perona of Communications and the four Doc Library Funding Application Coordinators.)
3. Send the document with the Ticket/Checklist to the appropriate Doc Library Funding Application Coordinator:
 - Consolidated--Elaine Zabor
 - Competitive--Sue Cosmo
 - Student Intervention--Richard Lopez
 - Career Technical and Adult Education (CTAE)--Susan Moss
4. If Mike Perona of Communications or a Coordinator returns a document, correct the document and return it as soon as possible to the person who sent it.
5. When technical support staff (Erin Andrews) e-mails that the document is online in the Doc Library Maintenance section, review and approve it before it goes officially online.
6. For the annual Doc Library update cycle, adhere to the above procedures, the Doc Library Updates List (in Doc Library Maintenance section), and the below due dates:
 - Consolidated--Jan. 1
 - Competitive--Dec. 15
 - Student Intervention--Jan. 1

- CTAE--May 15

For the Coordinator:

7. Verify:
 - Content is not duplicated.
 - Document titles clearly relate to content.
 - Documents are in correct location.
 - “Using the CCIP Site” section of Doc Library houses only documents that apply to all Funding Applications.
8. E-mail the document to editing staff:
 - CTAE--Sue Moss and/or Communications staff for CTAE
 - All other Funding Applications--Mike Perona of Communications

For Communications Staff (Mike Perona):

9. Assure the Doc Library format and the ODE Identity Manual is followed.
 - If Consolidated, Competitive, Student Intervention documents are not correct, e-mail the document and the checklist showing corrections to the writer, with a copy to the Coordinator.
 - Assure the writer corrects the document and e-mails it back to Communications staff.
10. E-mail final documents to Erin Andrews.

For Technical Support Staff (Erin Andrews):

11. Place the document in the CCIP Doc Library Maintenance section.
12. E-mail the writer of the online document to approve it in eight business hours.
13. If the writer e-mails corrections, make corrections.
14. Post the final document online in the official place.
15. Keep on file all approved documents (in a file maintenance system called Documentum) with writers’ final approvals.